

FINELINE

A Division of Finance monthly communication service

September 2003

Preliminary Numbers Show 2003 Budget Surplus

The Division of Finance has released the FY 2003 General Fund and Uniform School Fund surplus numbers. The figures show that the General Fund had a surplus of \$16.5 million, which includes \$13.3 million from the Jobs and Growth Relief Federal Appropriation. The Uniform School Fund had a surplus of \$1.8 million. These preliminary numbers are subject to change as the closing process is finalized and the audit is completed.

STATEMENT — OF — CONDITION

Federal Aid Boosts Free Revenues

The General Fund surplus is net, after covering appropriations of \$74 thousand for FY 2004, transferring approximately \$11 million to the Rainy Day Fund, and setting aside \$6.2 million for the Industrial Assistance Fund. In addition, \$1.5 million was designated to cover debt service requirements. General Fund free revenues were \$16.4 million below estimates. These shortfalls were offset by the State receiving approximately \$38 million from the Federal Government for jobs and growth relief. Agencies lapsed \$13.9 million to the General Fund. In addition, agencies carried \$67.5 million in nonlapsing funds and lapsed \$23.7 million to restricted funds or accounts. There was no overspending of budgets in the General Fund except for a \$559 thousand deficit in the Juror and Witness Fees line item, which is authorized to overexpend their budget.

Corporate Taxes Exceed Projections

The Uniform School Fund surplus of \$1.8 million is net after covering \$35.6 million in appropriations for FY 2004 and transferring approximately \$600 thousand to the new education Rainy Day Fund (Education Budget Reserve). The surplus resulted mainly from corporate taxes coming in \$30 million greater than projected, which offset a shortfall of \$26.4 million in individual income taxes. The Uniform School Fund carried \$36.7 million in nonlapsing funds.

The Transportation Fund ended the year with \$29.3 million surplus, and the Centennial Highway Fund ended the year with \$211 million that will be used for planned projects. The Department of Transportation had \$2.4 million in nonlapsing funds and lapsed \$63.8 million to the Transportation Fund.

Thanks to the Agencies

We appreciate the dedication of all the agencies in completing the closing process accurately and within the established timelines. If you have any feedback or suggestions for improving the closing process, please forward them to John Reidhead in the Division of Finance, jreidhead@utah.gov or 801-538-1678. A portable document format (PDF) version of the FY 2003 preliminary information is available on the Web at www.finance.utah.gov/reports/fy2003.htm. ❖

National Association Recognizes Two Utah Publications

Two State of Utah publications have been recognized by the Government Finance Officers Association (GFOA). One award went to the Comprehensive Annual Financial Report (CAFR) for fiscal year 2002, which received the Certificate of Achievement for Excellence in Financial Reporting. This is the eighteenth year in a row the State has received this award. According to GFOA, this is “the highest form of recognition in the area of governmental accounting and reporting, and its attainment represents a significant accomplishment by a government and its management.”



The *Fiscal Focus* for fiscal year 2002 also received an award for Outstanding Achievement in Popular Annual Financial Reporting. This publication is distributed to provide the citizens of Utah with a condensed overview of the State's financial condition. This is third year the State has submitted the *Fiscal Focus* and received this prestigious award.

Fiscal year 2002 was extra challenging for both the CAFR and the *Fiscal Focus* due to the changes required by GASB Statement 34. Thanks to all of the budget and accounting officers and others throughout the State who helped to make these achievements possible. ❖

Frequently Asked Question from FINET Help Desk

Q: How do I access the forms I have previously saved in eForms?

A: Access eForms by entering www.finance.utah.gov/eforms/ into your Internet Explorer address box and logging on to the InnerWeb. Instead of selecting a form to enter, look at the set of icons near the bottom of the screen. The second one from the left is a graphic of a looking glass. When you move your mouse over the graphic, it will show the message “Search eForms.” When you click on the graphic a search screen comes up. Enter your EIN (Employee Identification Number). The forms are saved by the EIN of the person who entered the form, not the EIN of the person the form is for. Select forms to view by entering a form number or by specifying a date range. Click on the button that says *Search eForms*. A list of forms you have entered will appear. Click on the one you want to view. You are now free to make changes to the form.



Q: Can I view all the forms I have saved?

A: Most users can view only forms they have saved with their own EIN number. If you cannot see any of the forms you have entered or can see only forms with your own EIN, call the FINET Help Desk at 801-538-9690. We can change your eForms security so you will be able to view and access all of the forms you have entered. ❖

State Travel Emergency Line Has New Phone Number

Effective September 15, the phone number for the State Travel Office's After Hours Emergency line changed to 1-800-358-1019.

The after-hours travel emergency phone line is a great asset, but travelers need to remember some important things about how and when to use this phone line. Call the **after-hours emergency line** (1-800-358-1019) only when the State Travel office is closed, 5 p.m. to 8 a.m. weekdays, or on weekends and holidays. For emergencies during business hours, call the **daytime emergency line** at 801-537-9124. However, before using either of these phone numbers travelers should be sure the situation is actually an emergency. For **routine business** 8 a.m. to 5 p.m. weekdays, call the State Travel Office at 801-538-3350.

The CTA account for the traveler's agency will automatically be charged a fee of \$17.25 for each call made to this emergency line.

Also remember that any time a ticket is issued, whether it is through the after-hours emergency line, the daytime emergency line, or the State Travel Office, the agency will pay a \$25 service fee. Most importantly, remember that **travelers should not use the after-hours emergency line for routine business or during regular State Travel Office business hours.** ❖



Airlines Change Rules for Using Nonrefundable Tickets

In an industry of constant change, airlines are again revising the rules for using nonrefundable tickets.

Passengers holding qualifying nonrefundable tickets now have one year from the date the original ticket was issued to reschedule their travel and apply the full value of the unused ticket to a new travel itinerary. However, passengers will have to pay the \$100 change fee for rescheduling their flight. In addition, they will be responsible for any difference between the original fare and the fare on the new departure date.

To take advantage of the new rules, travelers must cancel the original reservation at least 24 hours before the scheduled departure.

Travelers should check the Web site of the airline before departure to stay current with ever-changing airline regulations. ❖



Contact the Division of Finance

Division Receptionist
801-538-3082

Financial Reporting
801-537-9081

Data Warehouse
801-538-3530

Disbursements
801-538-3200

Payroll
801-538-3056

FINET Help Desk
801-538-9690

Office Address
Room 2110 State
Office Building
Salt Lake City,
Utah 84114-1031

Web Site:
www.finance.utah.gov

FINET Calendar

- Oct. 3** FINET open; September monthend
Oct. 13 FINET closed; Columbus Day holiday
Oct. 14 FINET open; Tuesday cycle due to holiday



Payroll Training

Computer-based training on the Payroll System is available on our Web site at www.finance.utah.gov/training/courses.htm. For Payroll Information call 801-538-3056.



Data Warehouse Training

- Oct. 7** Data Warehouse – Payroll; 10:00 – 11:30 a.m.
Oct. 7 Data Warehouse – FINET; 1:30 – 3:00 p.m.

FINET Classroom Training

- Oct. 21** Purchasing Lab; 8:30 – 11:30 a.m.
Oct. 22 Internal Transactions Lab; 8:30 – 11:30 a.m.
Oct. 22 Disbursing Lab; 1:00 – 4:00 p.m.

**Happy
Columbus
Day**

FINET Computer-Based Training

The following computer-based training teaches basic FINET skills and basic procedures associated with each functional area:

- Internet Courses:** System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Revenues and Receivables, Internal Transactions, and Fixed Assets.
- CD-ROM Courses:** On-line Inquiries, Grant Accounting, Budget Control, and Inventory Control (contact agency budget and accounting officers to obtain access to the CD-ROM courses).
- FINET Help Desk:** Call 801-538-9690 to resolve immediate questions.

Reservations



To reserve your spot in any class offered this month or to add your name to our waiting list, call 801-538-3082. If you make reservations and find that you cannot attend, please notify us as soon as possible so we can make your spot available to someone else.

Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses at: www.finance.utah.gov/training/courses.htm